

CLASS TITLE: TALENT ACQUISITION MANAGER

Class Code: 02735500

Pay Grade: 37

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the State's Division of Human Resources or a college Human Resources office, to develop, plan and manage the strategy for talent acquisition, which actively sources and markets for a productive, diverse and engaged workforce to fulfill operational staffing needs within the Executive branch of State government; to have primary responsibility for managing and participating in full-cycle talent acquisition for the Executive branch; to serve as a trusted advisor and strategic partner to senior leaders in Executive branch departments and agencies and HR Liaisons/HR Business Partners to analyze business goals, identify talent needs and/or gaps associated with those goals, and develop and implement programs to find the right talent to support strategic initiatives and operational demands in compliance with applicable rules, regulations and contracts; to source and provide value-added recruiting advice on well-qualified candidates for State employment and to coach managers by assisting with hiring plans, resource allocation, communications/advertising, and interview and screening strategies; and to do related work as required.

SUPERVISION RECEIVED: Reports to a Human Resources executive with autonomy to ensure the development, implementation and execution of talent acquisition strategies that drive the successful procurement of a productive, diverse and engaged workforce comprised of well-qualified, skilled and talented staff.

SUPERVISION EXERCISED: Leads clerical, paraprofessional and/or professional staff assigned to assist on a project basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the State's Division of Human Resources or a college Human Resources office, to develop, plan and manage the strategy for talent acquisition, which actively sources and markets for a productive, diverse and engaged workforce to fulfill operational staffing needs within the Executive branch of State government.

To have primary responsibility for managing and participating in full-cycle talent acquisition for the Executive Branch.

To serve as a trusted advisor and strategic partner to senior leaders in Executive branch departments and agencies and HR Liaisons/HR Business Partners to analyze business goals, identify talent needs and/or gaps associated with those goals, and develop and implement programs to find the right talent to support strategic initiatives and operational demands in compliance with applicable rules, regulations and contracts.

To source and provide value-added recruiting advice on well-qualified candidates for State employment, and to coach managers by assisting with hiring plans, resource allocation, communications/advertising, and interview and screening strategies.

In collaboration with HR leadership, to design, implement and execute all talent acquisition programs to meet the human capital requirements of the State.

To partner with the Office of Diversity, Equity and Opportunity (ODEO) to meet established goals of securing a workforce that reflects the diversity and talent of the State's community.

To track and regularly report on measurements focusing on the effectiveness of the talent acquisition function, and to properly adjust strategies and approaches to maximize talent acquisition results.

To partner with the Human Resources team to find and implement opportunities for automation within recruiting workforce practices while leveraging existing systems.

To develop, define and continually improve employer branding to attract well-qualified candidates for employment in concert with State-level branding strategy.

In compliance with Information Technology policies and protocols, to actively manage and disseminate the State's employer branding across all social media platforms, leveraging such platforms to attract the best talent.

To actively and continually cultivate and maintain relationships with prospective candidates for future opportunities.

To conduct and actively lead informational sessions, recruitment initiatives and job fairs, management coaching and training sessions, and other related events to promote employment opportunities in State government as well as facilitate understanding of the totality of the hiring lifecycle.

To develop and maintain current knowledge of talent acquisition and management best practices as well as of State hiring policies, practices and protocols; to attend related trainings, conferences, meetings and workshops.

To develop new and leverage existing talent acquisition tools to help build a succession pipeline of internal talent.

To lead and attend community-based, higher education and technical school recruitment efforts by driving participation in relevant events, talent acquisition campaigns and sponsorship opportunities; to help drive and develop Internship and Fellowship programs in State government.

To enthusiastically represent the State as a talent brand ambassador, and to cultivate and support agency, community and professional organization advocates to drive grassroots support and networking.

To collaborate with agency public relations and management staff, and to develop and drive content creation and media initiatives.

To research alternative recruitment sourcing options as needed to ensure an optimal talent pipeline, and to develop and implement innovative approaches to talent acquisition.

To assist and guide potential candidates with regards to the application process, employment policies and protocols, and other related areas.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough and current knowledge of progressive talent acquisition methods, approaches and protocols; knowledge of and the ability to interpret and apply laws, rules, policies and union contract provisions as they relate to the recruitment and hiring process; advanced professional verbal and written communication skills; the ability to prepare and present both summarized and detailed verbal and written reports, guidance materials, letters, communications, media submissions and other related items to a variety of audiences; the ability to develop, plan, organize and manage a talent acquisition strategy and its underlying goals and objectives; highly skilled in building, developing and maintaining interpersonal relationships; the ability to participate in public relations activities and to develop and foster employer brand marketing; the ability to work independently with self-direction and motivation, flexibility, collaboration, and decisiveness; knowledge of employment practices, protocols and benefits, and the ability to communicate such processes and benefits to a variety of prospective candidates; ability to adapt to a fluid and change-based environment while successfully achieving targets; ability to successfully and effectively interact with all levels of management; proficiency in numerous social media platforms and software packages specifically relevant to talent acquisition; the ability to plan, organize, coordinate and direct the work of staff assigned to assist on a project basis; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Bachelor's Degree in Human Resources, Business Management/Administration, Organizational Development, or a related social sciences program; and

Experience: A minimum of five (5) years of progressively developing, planning and managing the strategy for talent sourcing, acquisition, and engagement.

Or,

Education: Possession of a Master's Degree in Human Resource Management, Business Management/Administration, Organizational Development, or a related social sciences program; and

Experience: A minimum of two (2) years of progressively developing, planning and managing the strategy for talent sourcing, acquisition and engagement.

Class Created: February 17, 2019